

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Changes to the SDI Program	REFERENCE NUMBER: 2006-042
DATE ISSUED: 11/06/06	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Classification and Compensation Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

This memorandum provides departments with the 2005 – 2008 SEIU Contract changes related to the State Disability Insurance (SDI) Program. Employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21 are subject to the following SDI Program changes.

Health Insurance Coverage – Effective July 1, 2006, the State employer will continue up to 26 weeks of health, dental, and vision coverage while the employee is receiving SDI benefits. Initially, the employer will pay both the employer's and the employee's portion of the insurance premiums. When the employee has returned to work, the employer will recover the employee's portion through the accounts receivable process as an overpayment. Overpayments may be satisfied through payroll deduction, agency collection, or with the use of the employee's leave credits (excluding sick leave) by mutual agreement between the employee and employer. An employee who separates without repaying the employee's portion of the health insurance premiums is subject to repayment pursuant to Government Code 19838.

Supplementing SDI Benefits with Leave Credits – Effective July 1, 2006, an employee may use up to a maximum of 40 hours of leave credits per month to supplement his or her SDI benefits. This is separate from using leave credits to cover the waiting period. The leave credits combined with SDI benefits cannot exceed the employee's monthly gross.

Employees are required to contact their Human Resources (HR) office (or the employee's immediate supervisor) to request a leave of absence at the time he or she applies for SDI benefits.

The employee shall provide the following information to his or her HR office within seven (7) calendar days of being disabled from work:

- The date the disability/illness commenced.
- The estimated duration of the disability/illness.
- A telephone number where the employee can be reached.
- Whether or not the employee is planning to file for SDI benefits.
- The election of leave credits to cover the SDI waiting period (the first week of disability/illness).
- The number of hours in a month to be charged to leave credits (in addition to the waiting period leave hours).
- The election to supplement leave credits with SDI benefits.

Payment Verification – In order to receive timely leave credit supplementation payments the employee must provide the HR office copies of the following documents:

- SDI check stubs
- The SDI Notice of Computation (provides potential award information)
- The Notice of Determination providing eligibility information

The following attachments may be used to assist HR staff in processing an employee's leave while receiving SDI Benefits:

- Coordination of SDI benefits with other Leave Programs; Administrative Guidelines (Attachment I)
- Chart for Coordination of SDI dates and Other Leave Programs (Attachment II)
- SDI Questions and Answers (Attachment III)
- Sample Information Letter to the Employee Regarding SDI Benefits (Attachment IV)
- Sample Employee's Options Request (Attachment V)

PML 2006-042

11/06/06

Page 3

HR Staff Contact Information:

DPA

Personnel Service Branch

(916) 323-3343 or psb@dpa.ca.gov

EDD SDI Unit; DI for State Employees

(866) 352-7675 or www.edd.ca.gov/direp/diind.htm

EDD SDI Unit, PFL for State Employees

(877) 238-4374 or www.edd.ca.gov/direp/diind.htm

SCO

Disability Liaison Unit (916) 322-3619

Personnel Liaison Unit (916) 322-6500

Benefits Liaison Unit (916) 323-4718

/s/Daryll Tsujihara

Daryll Tsujihara, Chief

Classification and Compensation Division

Attachments